



**BOARD OF HEALTH MEETING MINUTES**  
**Tuesday, July 24, 2018**

**BOARD MEMBERS:**

Larry Church, Commissioner, Payette County  
Nate Marvin, Commissioner, Washington County  
Tom Dale, Commissioner, Canyon County  
Kelly Aberasturi, Commissioner, Owyhee County  
Bill Brown, Commissioner, Adams County (Excused)  
Richard T. Roberge, MD, Physician Representative  
Bryan Elliott, Commissioner, Gem County

**STAFF MEMBERS:**

Nikole Zogg  
Doug Doney  
Patty Foster  
Katrina Williams  
Carol Julius  
Brian Crawford  
Marisa Erickson  
Claudia Ornelas

**GUESTS:** None

**MEETING CALLED TO ORDER -- CHAIR**

Chairman Larry Church called the business meeting to order at 9:03 a.m.

**REQUEST FOR ADDITIONAL AGENDA ITEMS**

Chairman Larry Church asked for additional agenda items. Nikki asked that an immunization report be added as an information item under the Director's Report.

**REVIEW AND APPROVAL OF 05/17/18 MINUTES AND 6/26/18 MINUTES**

Board members reviewed Board minutes from May 17, 2018.

**MOTION:** Commissioner Aberasturi made a motion to approve the May 17, 2018 minutes as presented. Commissioner Marvin seconded the motion. Motion passed unanimously.

Board members reviewed Board minutes from June 26, 2018.

**MOTION:** Commissioner Aberasturi made a motion to approve the June 26, 2018 minutes as presented. Commissioner Marvin seconded the motion. Motion passed unanimously.

### **REVENUE AND EXPENDITURE REPORT:**

Financial Manager, Patty Foster, presented the June financial report. Patty noted that fiscal year 2018 revenues exceeded expenditures by \$105,625. She highlighted increased personnel costs for June due to the three pay period month. Revenues were 105% of target for the budget partly due to the Home Visiting/Parents as Teachers funding received at the end of the fiscal year. Environmental Health Services fees were also higher than anticipated.

Patty pointed out a \$38,545 line item in the expenditures section under capital reserve and explained that is for a new server and a phone system upgrade for the Caldwell facility. Other expenditures using excess funds included \$45,000 to Mitchell and McCormick for the client user interface. Some medical equipment was also purchased for the nurse practitioners to use as clinic services begin to offer primary care.

Lastly, Patty reported to Board members that the management of the Idaho Association of District Boards of Health (IADBH) account has been transferred to District 2.

### **FISCAL YEAR-END 2018 REPORT**

Patti presented the year-end report for fiscal year 2018. The report shows funds remaining in the amount of \$952,704. Of that amount \$847,000 is restricted funds. Those funds for the most part will be rolling over to the new fiscal year. The balances for Together Southwest, Parents as Teachers, Medical Reserve Corps, and Region 3 Behavioral Health Board will carry over and will be included in FY19. After accounting for these expenses there is approximately \$105,000 remaining.

### **FISCAL YEAR END CASH TRANSFER RECOMMENDATIONS**

Patty provided cash transfer recommendations for the reallocation of \$105,625. She suggested creating a new PCA for the Community Health Action Teams (CHAT) and putting \$10,000 of these excess funds into this PCA. This would require a budget adjustment. She also suggested \$35,625 be placed into capital reserve and \$60,000 into the vehicle replacement fund. This would not require a budget adjustment and is just a transfer of funds. The vehicle reserve fund balance is fairly low. There have been many years when we didn't have enough revenue to include purchase of vehicles.

Nikki explained that CHAT efforts involve staff engaging our communities in local health improvement projects or initiatives. Nikki met with the Board members individually to help promote more community engagement and expand our presence in our rural and frontier areas. Some of the staff associated with the CHATs will make a presentation today on their experience working with Gem County. Nikki discussed setting funds aside to help communities with funding matches or implementation of health improvement items.

**MOTION:** Commissioner Marvin made a motion to approve the financial manager's report as presented and approve the recommended reallocation of the \$105,625 to \$10,000 for CHAT; \$35,625 to capital reserve; and \$60,000 to the vehicle replacement fund. Commissioner Elliott seconded the motion. Motion passed unanimously.

### **FEE APPROVAL**

Patty presented two fee schedule changes that have been requested. These changes do not fit into our fee schedule and are new fees that will require the Board's approval. The Nurse manager has calculated how much time it takes to collect these samples and calculated the fees based on those time estimates.

**MOTION:** Commissioner Dale made a motion to approve the requested fee changes for the lab fees for district care fees and in house labs. Commissioner Marvin seconded the motion. Motion passed unanimously.

Patty presented the second fee change related to Diabetes Prevention services. These services include services through the Diabetes Prevention Program (DPP). A class is currently being taught and SWDH is working toward recognition as a Medicare provider. Once the class is completed and the performance measures are met Medicare will begin reimbursing for this charge.

Commissioner Dale encouraged marketing the DPP program to reach more people. The benefits of diabetes prevention are better health and longer life.

**MOTION:** Commissioner Marvin made a motion to approve the fee schedule change for the MDPP services. Commissioner Elliott seconded the motion. Motion passed unanimously.

#### **FOOD FEES DISCUSSION**

Brian Crawford presented food fee information and proposed fees. Commissioner Dale asked that it be very clearly identified that the first box on the fee table is only licensing. Licensing fees would be due on an annual basis. The inspection fee would be incurred when an inspection is completed. Nikki provided an updated legal memorandum from SWDH attorney Mike Kane. Nikki and Commissioner Dale will meet with Idaho Department of Health and Welfare (IDHW) staff to update them on the direction of the board and address any of their questions or concerns.

#### **BEHAVIORAL HEALTH COMMUNITY CRISIS CENTER SUBCONTRACTOR DETERMINATION**

Nikki reported that the Request for Proposal (RFP) for the Behavioral Health Community Crisis Center (BHCCC) received one response. A small group of people reviewed the proposal submitted as recommended by IDHW to ensure the entity meets the minimum RFP requirements. Nikki recused herself from the review group as SWDH and Lifeways have an active partnership. Three reviewers responded to the request for review of the RFP and indicated that Lifeways, Inc. meets the minimum requirements as laid out in the RFP. Nikki asked the Board for a decision regarding determining the subcontractor. The next step would be to begin developing a contract for the scope of work and begin to work out the cost details.

**MOTION:** Commissioner Dale made a motion to approve Lifeways, Inc. as the subcontractor for the Behavioral Health Community Crisis Center for Region 3. Commissioner Marvin seconded the motion. Motion passed unanimously.

#### **CRISIS CENTER LOCATION**

A brief update on the search for a suitable crisis center location was provided. Several locations have been toured and considered. Further updates will be provided.

### **SPECIAL REPORT: GEM COUNTY CHAT**

Marisa Erickson and Claudia Ornelas presented information on the Gem County Health Action Team (CHAT). These CHAT teams allow SWDH staff to go to a community and assist with convening partners and work with the communities on a long term. The goals for these teams are to bring stakeholders together, assess community needs influencing health outcomes, and provide assistance in meeting those needs.

Once needs are assessed staff will also assist in leveraging local resources, aligning services for collective impact, and applying for grants. Ultimately, the goal is to develop meaningful and trusted relationships in our local communities, and improve health outcomes. The staff also is working to recruit out of the box partnerships including the local newspaper, law enforcement, community members, schools, City of Emmett leadership, and local health care providers.

Marisa and Claudia discussed early successes including partner engagement, guidance and training SWDH staff have received. Some of the challenges are the learning curve and establishing the vision.

Marisa and Claudia will provide a follow up report to Board members in about six months.

### **ANNUAL BOARD LEADERSHIP POSITIONS**

Commissioner Church thanked Board members for the trust that was placed in him and allowing him to serve as Chairman. He explained that he did not run for another term for County Commissioner. His board of commissioners reappointed him to serve another term on the Board of Health. Board members discussed Board of Health leadership positions.

**MOTION:** Commissioner Dale nominated Commissioner Elliott to serve as Chairman. Dr. Roberge seconded the nomination. All board members were in favor of Commissioner Elliott being appointed as Board of Health Chairman.

**MOTION:** Commissioner Dale nominated Commissioner Aberasturi to continue as Vice-Chair. All board members were in favor of Commissioner Aberasturi continuing his appointment as the Vice-Chairman.

**MOTION:** Commissioner Aberasturi nominated Commissioner Tom Dale to continue serving as Trustee. Commissioner Elliott seconded the nomination. All board members were in favor of Commissioner Dale continuing his appointment as the Trustee.

### **BOARD MEMBER TERM EXPIRATIONS**

Commissioner Church's board member term expired the end of June. Katrina will send letters requesting the confirmation of his reappointment and ballots to the other counties.

### **BOARD PHYSICIAN RECOMMENDATION**

Dr. Roberge is resigning from the Board of Health after 18 years of service to the citizens of southwest Idaho. Dr. Sam Summers will serve as the next Board of Health Physician Representative.

## **DIRECTOR'S REPORT**

### **SHIP UPDATE**

Nikki reported that the SHIP grant expires soon. Currently, there is no plan to continue supporting those positions at the state or district level. A statewide workgroup has been formed and tasked with looking at how to not lose ground with the transformation efforts that have happened across the State with the grant funding. Nikki is serving on that group and the group is working on defining goals specifically around payment transformation and improved care. The public health directors had also discussed making a request to the State Legislature to continue funding the Quality Improvement Specialist that each district retains. The directors have worked on some talking points and shared that out with stakeholders to get feedback. Idaho Department of Health and Welfare asked to meet with Nikki and Russ to talk about the plans going forward to co-lead efforts to make a request to the Legislature to fund that position.

### **OPEN MEETING LAW TRAINING OPPORTUNITY**

Jim McNall from Idaho Counties Risk Management Program (ICRMP) is available to attend the August Board of Health meeting and present information on open meeting law compliance and updates. Board members discussed this opportunity and all feel they have sufficient familiarity with the law.

### **CITIZEN REVIEW PANEL AND HOME VISITING**

Nikki reminded board members that the citizen review panels were historically run by IDHW as part of the foster care system. At the last legislative session that responsibility was moved to the health districts with a small amount of funding to help support that. In addition, funding was also provided to expand the home visiting program with the hope that the number of high-risk families reached can be increased.

Carol provided an update on the implementation of the review panels. She reported that the citizen review panel has communicated with the existing IDHW panel to determine if the current members want to transfer here. The panel is comprised of seven members. After membership is chosen a training in September will be provided. Panel members will also undergo a background check. Carol shared that there are 400 children in the Region 3 Health and Welfare system and about 200 of those children have been in the system greater than 120 days. The panel will assist in reviewing policies for IDHW as well.

Carol also shared that the clinics division has chosen Parents as Teachers as the program to implement to help reach families. This program uses a set curriculum.

### **LEGISLATIVE ROUND TABLE/COMMUNITY OPEN HOUSE**

Nikki invited Board members to attend an elected officials' roundtable and a SWDH Community Open House on August 30, 2018. The open house will be made possible in part due to funds from the St. Luke's Community Health Improvement Fund grant SWDH received.

### **IMMUNIZATION RATES**

Nikki showed board members a map of county exemption rates showing that a large percentage of Idaho counties have greater than 5% immunization exemption rates. Board members discussed who is exempted and what is the basis for that exemption. Parents can choose to sign a waiver of immunization for their children based on religious or medical or other reasons.

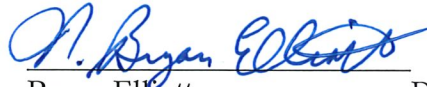
There being no further business, the meeting adjourned at 11:48 a.m.

Respectfully submitted:



Nikole Zogg  
Secretary to the Board

Approved as written:



Bryan Elliott  
Chairman

Date

8/28/18